

VIRGINIA INSURANCE CONTINUING EDUCATION BOARD

October 18, 2007

MEMORANDUM

To: Interested Parties

From: Virginia Insurance Continuing Education Board
Kenneth J. Hein, Chairman

RE: Request for Proposal
RFP # VICEB 2007-1

EVALUATION AND AWARD CRITERIA – WEIGHTING FACTORS

Part VI. of the above referenced Request for Proposal indicates that proposals shall be evaluated using the following criteria. By publication of this memorandum, the Virginia Insurance Continuing Education Board (Board) is informing all interested parties of the weighting factors that will be applied to the listed criteria, as required by the Virginia Procurement Act.

Weighting Factor	Criteria
18%	Experience of the Offeror in providing similar services.
9%	References from past and/or current commercial or government accounts and from continuing education course sponsors and providers.
12%	Financial viability of the Offeror
29%	Demonstration, via written proposal, that the Offeror has the ability, facilities, and capacity to provide all required services in a timely, efficient and professional fashion, including viable front-end and back-end transitional and implemental plans.
16%	Experience and expertise of personnel proposed by the Offeror in insurance, education, administration, record-keeping, automated systems and customer service.
11%	Proposed Program Fees
5%	Minority Participation – Small, Women-Owned, and Minority-Owned Business Participation Plan. Reports of past efforts and proposed use on this solicitation.